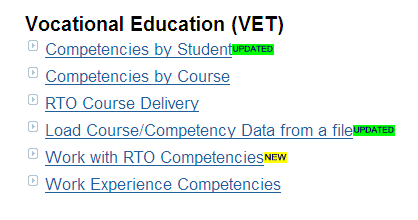
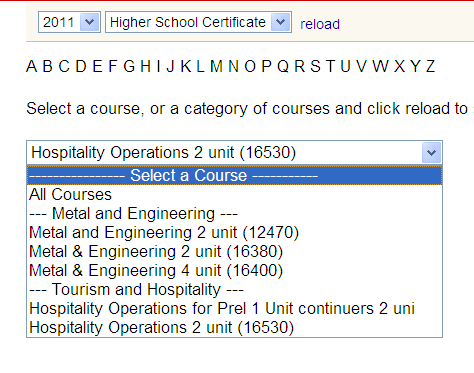
# Entering VET students in Schools Online 2011

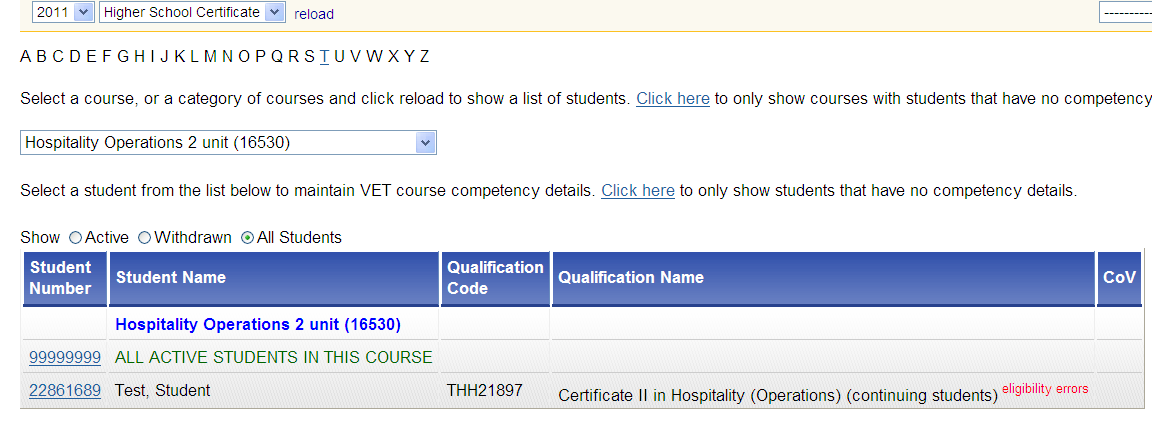
1. Select **Competencies by Student**  from the Main menu or from the drop down list and click **Go.**



1. Select the relevant VET course. It is likely that there are fewer courses displayed than in previous years. Your RTO manager has selected the courses that are available for enrolment at your school.



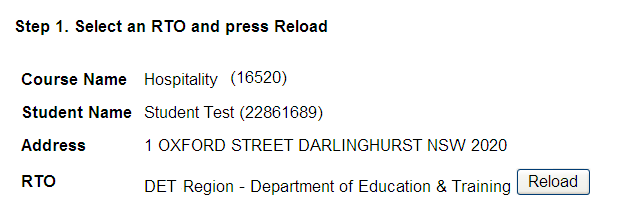
1. Selectthe relevant study year, for example Higher School Certificateand the relevant course for example Hospitality, and click **Reload**. A list of students who are enrolled in that course will be displayed.



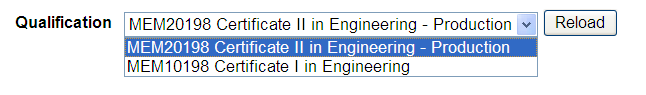
1. Select the RTO delivering the course, if more than one RTO is displayed in the drop down list. Press **Reload**.

In most cases there will only be one RTO displayed and it will be your region, however, your school may have private RTOs delivering courses to your students. Private RTOs delivering VET courses must be set up using the **RTO Course delivery** option as per existing functionality. Once set up the private RTO will then display in the RTO drop down list Press **Reload**.

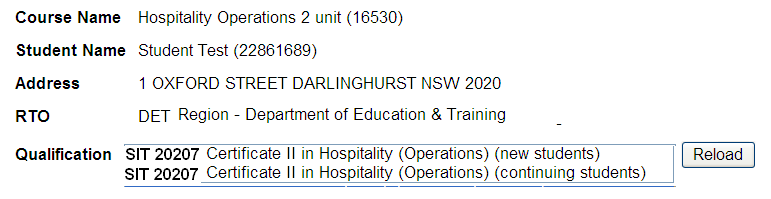
**Note:** Courses that are TAFE delivered are **not** entered using this functionality. For TAFE delivered courses, enter the relevant TAFE college in the Outside school/TAFE section.



1. Select the qualification outcome from the drop down list, where more than one qualification has been set up by your RTO manager for the course. Press **Reload.**

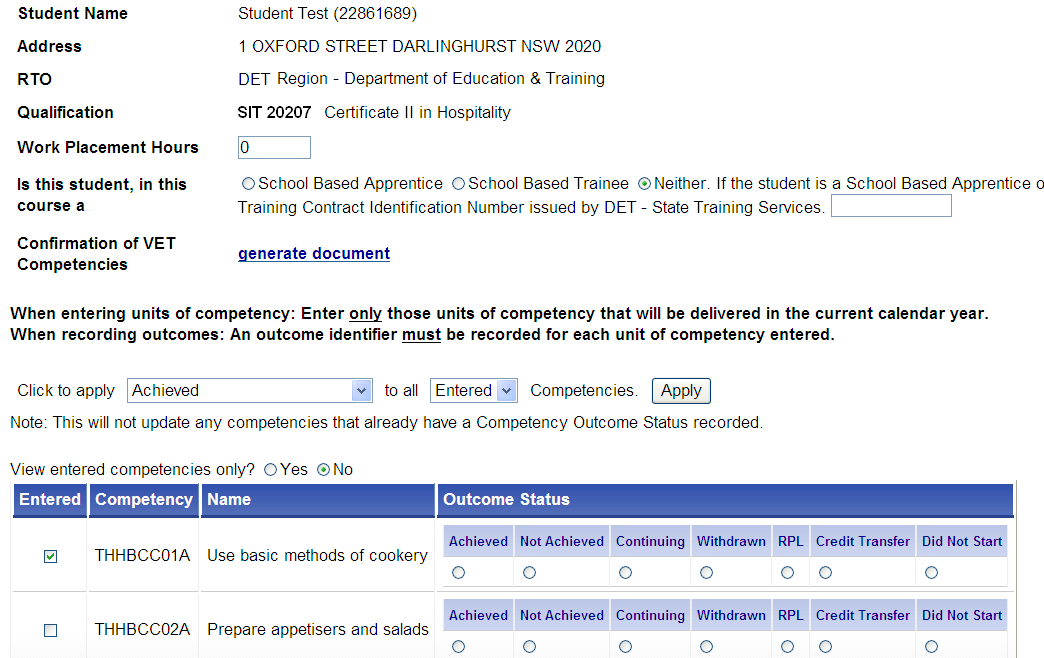
**Note:** Not all courses have multiple qualification outcomes, in which case only the qualification set up by you RTO manager will be displayed. If the qualification you require is not displayed, contact your RTO manager. 

1. Where there has been a revision of the Training Package, two versions of the qualification may be available for enrolment. The versions are labelled **New**, for students undertaking the course for the first time (mostly Preliminary students) and **Continuing** for students continuing in the qualification (mostly HSC students).



1. Select the specific students from the list displayed or use the ALL ACTIVE STUDENTS IN THIS COURSE functionality. There is no change to this functionality. To enter students in the unit/s, check the box beside the units listed as per existing functionality.

The units displayed will be those set up by your RTO manager. There are likely to be fewer units displayed for each course than in previous years. If the unit of competency you require is not displayed, contact your RTO manager.



1. Where a unit of competency has a prerequisite unit, the student must be entered in the prerequisite unit first. Details of prerequisite and co requisite units are provided in the syllabus documentation on the Board of Studies website. [www.boardofstudies.nsw.edu.au](file:///\\oxvdata.central.det.win\corp-data$\VEiS\6.4.6%20eBOS-VCS\Training\Processing%20calendar\www.boardofstudies.nsw.edu.au)
2. For school or private provider delivered courses only, indicate if the student is a trainee or apprentice or neither. Where the student is a trainee or apprentice enter the Training Contract Identifier.

1. A **Confirmation of VET Competencies** can be generated by clicking on the text

 .

If the report is required on a group basis use the **My Reports** section and generate the **Confirmation of** **VET Competencies Report**.

The report can be view or printed when the  icon is displayed.

A sample report is included below.

